

To: President of the Faculty, Dr. Lisa Walker

From: Faculty Academic Policy and Standards Committee, Chair, Dr. Gregory Mixon

Re: UNC Charlotte Academic Policy: Withdrawal and Cancellation of Enrollment

Date: October 6, 2016

Attached is a proposed amended policy on withdrawal and cancellation of enrollment with the changes marked-up. FAPSC approved the changes by email vote this past week.

UNC Charlotte Academic Policy: Withdrawal and Cancellation of Enrollment(~~Undergraduate Students~~)

I. Introduction

Once a student has registered for classes and it becomes necessary to terminate the registration, there are two possible courses of action: (1) withdrawal from classes and/or from the University, or (2) Cancellation of Enrollment. This policy sets forth the academic effects of cancelling enrollment and/or withdrawal from courses and determines the limitations of hours from which certain students can withdraw with a grade of “W”.

~~The UNC General Administration established several new policies and regulations to be implemented by all campuses in the UNC system by Fall 2014, with the goal of fostering undergraduate student success. UNC Charlotte was already in compliance with most of these regulations. This policy brings our campus into full compliance by placing limits on course withdrawals and by changing our withdrawal deadline.~~

II. Policy Statement

Students are expected to complete all courses for which they are registered at the close of the Add/Drop Period. These courses will appear on the transcript, count as attempted hours, and except for withdrawals allowed under this policy, receive grades used in the GPA calculation. ~~Undergraduate students may receive a grade of W for no more than 16 credit hours over their academic careers. Students who withdraw under approved extenuating circumstances will receive “WE” grades that do not count against this 16 hour limit. Both types of withdrawal~~ All types of termination, including withdrawal, withdrawal for extenuating circumstances, and Cancellation of Enrollment are subject to all financial aid and satisfactory academic progress rules.

Comment [LRZ1]: Moved below

~~WITHDRAWAL WITH EXTENUATING CIRCUMSTANCES~~

~~Students who experience serious extenuating circumstances (personal or medical crisis or military deployment) may petition for a withdrawal that does not count against their career W limit. Procedural details and advice should be obtained from the Dean of Students Office. The Dean of Students is responsible for developing and communicating standards and procedures in conjunction with the Colleges that govern these decisions. The student is expected to submit the petition during the term the crisis begins. If approved, a grade of WE will be recorded for each course—the “E” is an annotation for “extenuating circumstances.” Courses marked WE do not count in GPA or tuition surcharge calculations. Appeals of negative decisions are handled by the Office of the Provost. If denied, the student might still be able to withdraw under the policy for withdrawal without extenuating circumstances, described below.~~

Comment [LRZ2]: Moved below

WITHDRAWALS (WITHOUT EXTENUATING CIRCUMSTANCES)

~~Students are allowed Every student is allowed a few opportunities to withdraw from classes any class for any reason (and receive a grade of W), subject to the following conditions:~~

Deadline

The deadline to withdraw from one or more courses (including ~~withdrawal~~withdrawing from all courses) is at the 60% completion point of the of the way through the term, which for fall or spring semesters is during the 9th week. The precise date for each term will be published in the academic calendar. After this deadline, late withdrawal will only be allowed for approved extenuating circumstances.

Grade of W

A grade of W will be recorded for each withdrawal without extenuating circumstances. Courses marked W do not count in GPA calculations but do count in Tuition Surcharges calculations for undergraduate students and attempted hour calculations for all undergraduate and graduate students.

W-Limit Hours (Undergraduate Students Only)

~~Undergraduate s~~Students ~~are allowed to may~~ receive a grade of W for no more than 16 credit hours over the course of their Academic Careers. Students may only withdraw from a course if they have enough remaining “W-Limit Hours,” as shown in the following examples:

- A student has already received W grades for 14 credit hours and thus has only 2 W-Limit Hours left. The student may not withdraw from a 3-credit course, but could withdraw from a 1- or 2-credit course.
- Another student has 12 remaining W-Limit Hours and is currently taking five 3-credit courses. The student would like to withdraw from all courses but lacks approved extenuating circumstances, and thus must choose at least one course in which to stay enrolled.

Students who are unable to withdraw from a course but stop attending the course anyway must accept whatever will be assigned a grade by the instructor for partial work. -grade the instructor assigns (most often an F) for their partial work.

WITHDRAWAL FOR EXTENUATING CIRCUMSTANCES

Students who experience serious extenuating circumstances (personal or medical crisis or military deployment) may request petition for a withdrawal for extenuating circumstances. The Dean of Students Office is responsible for developing and communicating standards and procedures in conjunction with the Colleges that govern these decisions (see UNC Charlotte Academic Procedure: Cancellation of Enrollment and Effects of Withdrawal from Courses). The student must submit the petition request during the term the crisis begins. If approved, a grade of WE will be recorded for each course. Courses marked WE do not count in GPA or Tuition Surcharges calculations but do count in attempted hour calculations. If not approved, the student may Appeals of negative decisions are handled by the appeal to the appropriate academic office.

Office of the Provost. See UNC Charlotte Academic Procedure: Cancellation of Enrollment and Effects of Withdrawal from Courses.

Undergraduate Students Only: Undergraduate students who withdraw under approved extenuating circumstances will receive “WE” grades that do not count against their 16-hour limit.

CANCELLATION OF ENROLLMENT

A Cancellation of Enrollment results in removal of all enrollments from all courses for the term. Under Cancellation of Enrollment, courses do not appear on the transcript, count as attempted hours, or receive grades used in the GPA calculation.

Cancellation of Enrollment may occur at the approved request of a student, or through the removal of a student by the University for reasons that include but are not limited to: academic ineligibility, failure to pay tuition and fees, student conduct sanctions, documented emergency, or military deployment. A student may also choose to cancel his/her own enrollment prior to the first day of classes in accordance with UNC Charlotte Academic Procedure: Cancellation of Enrollment and Effects of Withdrawal from Courses.